

**City of Duvall
Permit Application**

Application Form Special Event Permit

**SPECIAL EVENT PERMIT
APPLICATION FORM**

FOR CITY USE ONLY

Date Received:

Fee Received:

Received By:

This application form must be submitted to Duvall City Hall at least sixty (60) days prior to the special event. There is a \$25.00 application fee. Applicant MUST provide a Certificate of Insurance naming the City of Duvall as an additional insured. Additional charges may also be required.

GENERAL INFORMATION

Name of Applicant: _____

Group or Affiliation: _____

Name of Event: _____

Type of Event: _____

Requested Location for the Event: _____

(The applicant shall be required to provide general liability insurance naming the City of Duvall as an additional insured if the event is held on city property or in a city right-of-way.)

Number of People Estimated to Attend Event: _____

Event Date & Time: _____
Day Date Time Begin Time End

Event Day 2:
(if applicable) Day Date Time Begin Time End

Set-Up for the Event will Begin on (date) _____ at (time) _____.

Break-Down will be Complete on (date) _____ at (time) _____.

CONTACT INFORMATION

Contact Person's Name: _____

Phone Numbers: _____ Email: _____

Address of Applicant/Affiliation: _____
(mailing address) _____

Signature of Applicant: _____ **Date:** _____

EVENT INFORMATION	
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[illegible]

Will you be erecting tents, stages, or booths, etc.? Yes _____ No _____.

Type of structures: _____

How many: _____

Purpose: _____

Where will parking be located? _____

What measure will be taken for traffic control and crowd control? _____

Road Closure:
Will you require any road closures? **Yes**_____ **No** _____. If yes, please describe the streets you want closed, and the closing and opening dates/times. Also attach a map which shows cross streets, etc.

Garbage Containers:

Will you need dumpsters? **Yes** _____ **No** _____. If yes, how many and what size? _____

Temporary Sani-Cans:

Will you need Sani-cans? **Yes** _____ **No** _____. If yes, how many? _____

Electric:

Will you be requesting temporary Electric? **Yes** _____ **No** _____. If yes, where do you need it and for what time period? _____

Public Works:

Do you anticipate needing the services of the City of Duvall Public Works Department?

Yes _____ **No** _____. If yes, what services and when? _____

(Public Works services may or may not be available. Time for Public Works Services will be charged at their hourly rate.)

Police:

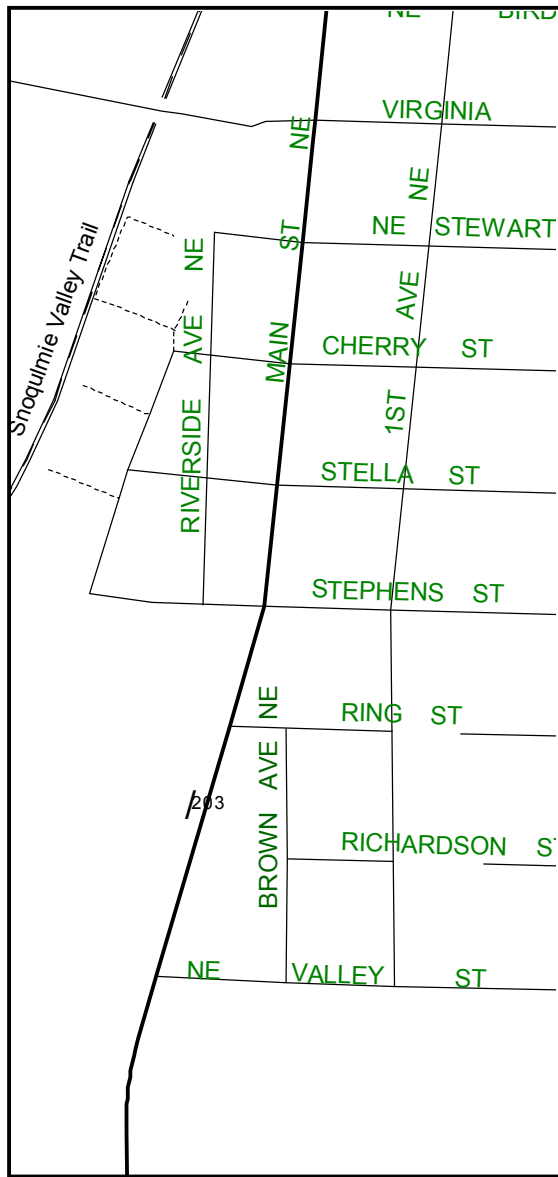
Do you anticipate needing Police Services at your event? **Yes** _____ **No** _____. If yes, what services, where, and for what time period? _____

(Police Services may or may not be available. Time for Police Services will be charged at their hourly rate.)

Additional written information, sketches, other graphic information which will help explain the Event can also be included and may be required by the City Hall Administrator/Planning Director to facilitate processing of this application.

This application will be reviewed by the building, planning, police, fire and engineering departments. The applicant shall be required to comply with conditions of approval and fees resulting from that review. All fees must be paid prior to the Special Event Permit being issued.

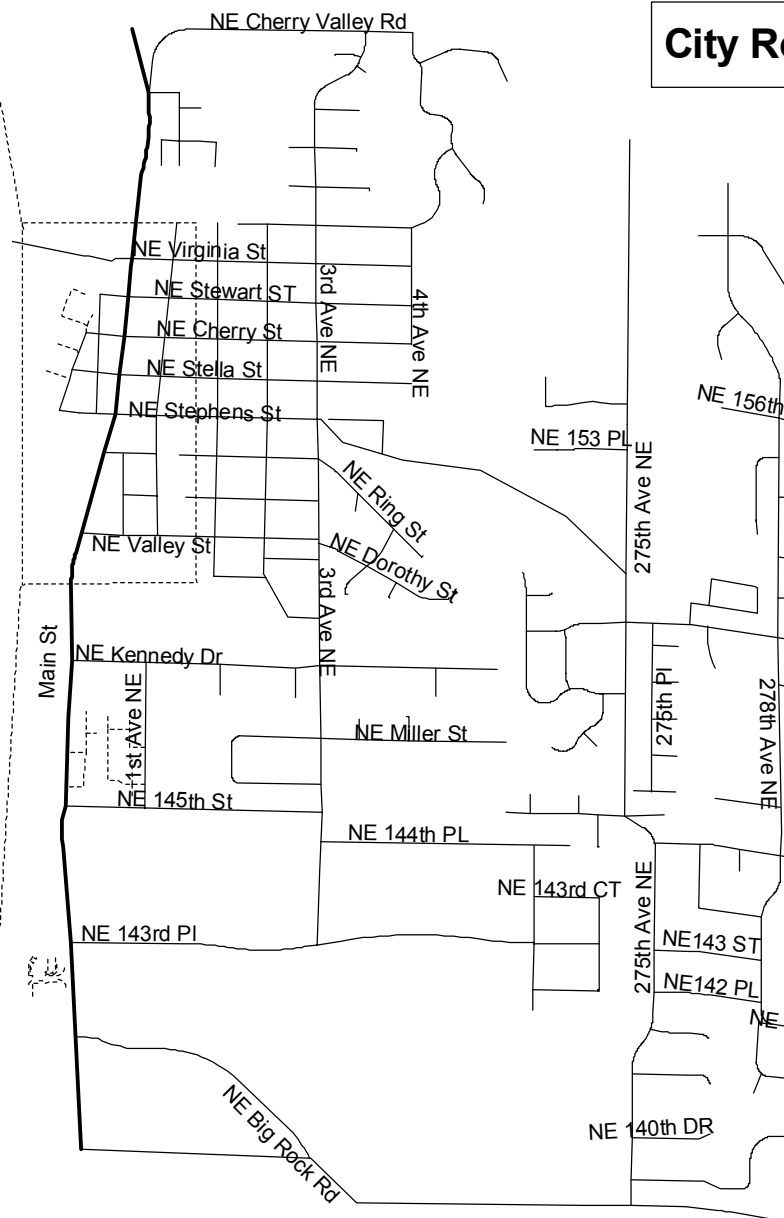
For more information, call Jodee Schwinn, City Clerk at (425) 788-1185 or at jodee.schwinn@cityofduvall.com.



DOWNTOWN



Small Town. Real Life.



City R

Scale: 1"=1,300' Created: 01/09/03



Duvall – King County Fire Dist. #45



Special Outdoor Events Permit Application

Duvall Fire (King County Fire District 45) has been delegated by the City of Duvall the responsibility for enforcing the International Fire Code. In so doing, our intent is to protect the safety of those who participate in outdoor special events. Not every event requires a permit and a site inspection. We will review your application to determine if a permit is required. If required, we will advise you and there will be a permit fee of \$100 (beginning in 2010) to cover our cost of plan review and inspection. Event elements that typically trigger a permit requirement are multiple tents or portable structures, food vendors, use of power, and large crowds. Please refer to the attached document giving an overview of requirements. It is the responsibility of the permit applicant to make sure that all participants are aware of and follow the Fire Code requirements. In most cases, we will do a site inspection during the event. If you have questions, please contact us at 425-788-1625. Thank you for your cooperation.

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Event Contact (Planning) _____

Phone _____ Email _____

Event Contact (On site during event) _____

Phone _____ Location _____

Please attach a detailed site plan including the following:

- Emergency access
- Parking areas
- Location of tents, canopies, and structures; those used for cooking shall be labeled
- Fire extinguisher locations
- Heaters
- Generators or other sources of electrical power
- Fuel tanks and storage
- Required clearances labeled
- Any other potential safety hazards

Which of the following will be included in your event?

- ☐ Tents, Canopies, other temporary or portable structures
- ☐ Cooking under tents, canopies, other temporary or portable structures
- ☐ Electrical power from generators
- ☐ Electrical power from other source _____
- ☐ Fuel stored on site; fuel type and quantity _____
- ☐ Portable heaters
- ☐ Powered devices for other than cooking or heating _____
- ☐ Other activity with safety concerns _____
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Duvall Fire Use

Permit Required: Yes No Permit Fee Received _____ Date: _____

Reviewed by _____ Date _____

Inspected by _____ Date _____

Comments _____



Duvall – King County Fire Dist. #45



Special Outdoor Events Permit Requirements

- **Documents**

1. A completed permit application (included with the City of Duvall Event Permit Application).
2. A Detailed Site plan shall be submitted with the application. The plan shall include:
 - Emergency access
 - Parking areas
 - Location of tents, canopies, and structures; those used for cooking shall be labeled
 - Fire extinguishers
 - Heaters
 - Generators or other sources of electrical power
 - Fuel tanks and storages
 - Required clearances labeled
 - Any other potential safety hazards

- **Access, Location, and Parking**

1. Fire access roads shall have an unobstructed width of not less than 20 feet and vertical clearance of not less than 13 feet, 6 inches.
2. Tents, canopies or membrane structures shall not be located within 20 feet of property lines, buildings, parked vehicles, or internal combustion engines.

- **Tents and Canopies**

1. The aggregate area of multiple canopies placed side by side shall not exceed 700 sq. feet.
2. When side by side canopies reach an accumulative area of 700 sq. ft, a 12 ft fire break will be required.
3. The canopy shall not be for assembly use such as seating or gathering of people.
4. Tents and Canopies shall be composed of flame resistant material and have a permanent affixed label bearing the identification of size and fabric or material type.
5. No blue, brown, or other plastic tarps are allowed to be used in the construction of a tent or canopy.
6. There is no smoking allowed under canopies or tents. "No Smoking" signs shall be conspicuously posted.

- **Cooking**

1. Tents where cooking is performed shall be separated from other tents and canopies by a minimum of 20 feet.
2. Portable open flame devices fueled by flammable or combustible gases, liquids, solid fuels such as charcoal briquettes or electrical appliances shall be installed in such a manner as to prevent heat or flame from contacting, or to come within close proximity of the canopy.
3. Cooking appliances shall not be closer than 2 ft. feet from the canopy structure.

4. Fuel supplies, fuel lines, and controls for cooking devices, shall be isolated from the public by fencing, enclosure, or other approved means.
 5. Cooking processes that produce airborne burning embers, sparks or grease flare ups shall not be permitted under small canopy structures.
 6. All combustibles shall be kept away from heat sources.
- **Fire Protection**
 1. A portable fire extinguisher having a minimum rating of 2A:10BC rating or larger shall be provided for each canopy.
 2. Extinguisher must have proof that it was purchased within the previous 12 months or have a service tag indicating a service in the previous 12 months.
 3. Booths with deep fat fryers are required to have an additional fire extinguisher with a Class "K" rating.
 - **Flammable Gasses**
 1. Propane or other flammable gasses shall be kept away from open flame.
 2. Cylinders shall be secured in an upright position, outside the perimeter of the tent or canopy.
 - **Flammable Liquids**
 1. Gas powered generators shall be separated from tents, canopies, or similar structures by a minimum of 20ft. and shall be isolated from the public by fencing, enclosure, or other approved means.
 2. Containers of gasoline shall not be located under canopies and shall be secured in a remote location not accessible to the public.
 3. There is no smoking allowed near fuel or fuel storage areas.
 4. Fuel must be stored in an approved container and must be stored in quantities not exceeding 5 gallons.
 - **Electrical Cords**
 1. Electrical cords shall be a three wire type with a ground.
 2. Extension cords shall only service one appliance.
 3. No spliced wires or open junction boxes are permitted.
 4. If a multi plug or strip plug is used it must have a circuit breaker, be rated for outdoor use, and be plugged directly into a receptacle (not an extension cord).
 5. All electrical cords shall be protected from damage and foot traffic.
 - **Heaters**
 1. "Mushroom type" propane heaters are not allowed inside a tent or canopy.
 2. Only electric heaters are allowed.
 - **Rubbish**
 1. All combustible materials shall be separated from heat sources by a minimum of 10 feet.
 2. Keep rubbish in covered containers
 3. Cardboard boxes are rubbish, not rubbish containers.
 4. Rubbish containers larger than 40 gallons must be fire resistive and labeled as such.

**If you have any questions or need further clarification please call the
Duvall Fire at 425-788-1625**